

Approved For

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY

December 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	90	408	
2. RECORDS ACCESSIONED	875	5,036	50,944
3. RECORDS DISPOSED OF AT CENTER	12	599	5,727
4. RECORDS TRANSFERRED FROM CENTER	36	493	9,550
5. RECORDS HOLDINGS	35,667		
6. DISTRIBUTION MATERIAL RECEIVED	520	2,617	29,901
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	82	687	7,603
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	16	314	4,760
9. DISTRIBUTION MATERIAL HOLDINGS	*17,538		
10. TOTAL HOLDINGS	53,205		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	3,629	12,209	84,209
12. INFORMATIONAL REQUESTS	428	1,437	9,251
13. INFORMATION REPORTS	64	435	
14. INTELLIGENCE REPORTS	9,861	61,110	
15. ADMINISTRATIVE ISSUANCES	272	2,932	
16. TOTAL	14,254	78,123	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	28,237	384,877	
B. RETURNS	3,820	20,493	
18. ADMINISTRATIVE ISSUANCES	1,535	12,542	
19. TOTAL	33,592	417,912	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	221	1,960	
21. PHOTOCOPY	30	181	
22. DITTO	7	213	
23. TOTAL	258	2,354	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	53,205	
26. COMMITTED	2,991	
27. AVAILABLE	15,864	